

ER 3888-87



2 December 1987

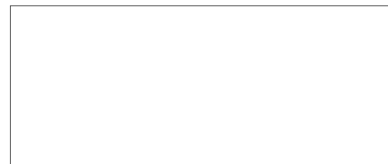
ADMIN-SR

MEMORANDUM FOR: Executive Director
Director, Intelligence Community Staff ✓
Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, NIC
General Counsel
Inspector General
Director, Office of Congressional Affairs
Comptroller
Director, Public Affairs Office

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FROM: Director, DCI/DDCI Executive Staff

As follow-up to the DCI's remarks at this week's Staff Meeting, all addressees in the future should inform the DDCI's office, by note, of annual leave and travel plans that will take them out of their offices for three days or more.



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